

SUBJECT	ISSUED BY	EFFECTIVE DATE
CITY COUNCIL AGENDA ITEMS	CITY COUNCIL	April 4, 2005

POLICY STATEMENT:

This policy is established to help guide citizens, staff, and the City Council in the placement of items on to be considered on the agendas for the City Council of the City of Burlingame. This document will allow staff to prepare documentation for the agenda item to allow the council to consider the item and make an informed decision.

This document is to be used as a general guide when creating the agendas for the City Council.

PROCEDURE:

1. Any council member wishing to have an item placed on the agenda shall submit the form included with this policy to the City Administrator a minimum of five (5) days before the requested meeting.
2. Any citizen wishing to have an item placed on the agenda shall submit the form included with this policy along with a sponsoring signature of the Mayor, a Council Member, or the City Administrator a minimum of five (5) days before the requested meeting. Any item that does not have a supporting signature will not be placed on the agenda.
3. The City Administrator shall place all requests that meet the criteria set forth in item 1 or 2 above on the next available agenda or a later agenda with the consent of the requestor.
4. It shall be the responsibility of the requestor to gather the necessary information to be sent to the council members in advance of the meeting to allow for their review. The City Administrator may place any additional information he/she deems appropriate in the council packets for their review and consideration.
5. Any item not receiving approval from the Mayor, City Council Member, or the City Administrator may be brought to the attention of the City Council by the requestor during Citizen Comments.

Approved By:

Raymond Hovestadt, Mayor